Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Wastewater Treatment Plant Manager Chris Klinghagen, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of May 11, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 25, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Fireworks Display for Fairgrounds on July 4, 2017
   2. Intoxicating On-sale and Sunday Liquor License for Pizza Barn

B. Personnel
   1. Public Works – Nicholas Nelson Step 3 Increase effective 6-11-17

C. Donations/Designations
   1. Resolution 17-24 accepting donation for Fireworks

WALKER MOVED TO APPROVE THE CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

A. TH95 / CR157 – Roundabout Project

Brotzler advised that the City Council received the feasibility report for this project on April 13, 2017 and called for the improvement hearing to be held on May 25, 2017. The TH 95 and 21st Avenue Roundabout Project consists of reconstructing the intersection of TH 95 and 21st Avenue (CR 157). The project also includes proposed trail extensions along TH 95 and 21st Avenue, as well as watermain realignment crossing TH 95. The intersection at TH 95 and CR 157 (21st Avenue) in Mille Lacs County, in the City of Princeton, is projected to experience growth and development in the coming years. In order to address safety and access concerns and to accommodate future increases in traffic, a roundabout has been proposed for this intersection. The roundabout is proposed as a single lane roundabout with the capability to expand to a multi-lane roundabout as traffic increases in the future. The medians and truck apron will be constructed larger than normal, so expansion can occur towards the middle of the roadway, rather than expanding the overall footprint. The roundabout will include three street legs, with a driveway connecting to the roundabout on the north side. If development to the north of the roundabout occurs in the future, a fourth street leg can be connected to the roundabout in place of the existing driveway. A multi-use trail will be constructed to circulate the roundabout; this will include exit and entrance ramps for cyclists that may be utilizing the TH 95 shoulders. There will also be a multi-use trail running along the south side of TH 95 from 1st Avenue to CR 157.
A public open house for the proposed improvements was conducted on December 1, 2016, for affected property owners. Preliminary information was presented regarding the proposed improvements, funding, schedule, and impacts associated with the project. Comment cards were made available to attendees at the meeting; however, no responses were received prior to completing the feasibility report.

**Funding/Financing**
The total project cost is estimated at $1,627,310, and includes all proposed street, utility, and trail improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the feasibility report. The estimated cost is based on projected construction costs for 2017 and includes a 10% contingency and 25% indirect costs. The indirect costs include right-of-way, engineering, legal, and administrative costs associated with the project.

The proposed project funding is as follows:
- HPP (Federal) Funding $794,253.00
- State TH Matching Funding $236,000.00
- TED Funding $110,187.00
- Local (General Tax Levy/Special Assessments) $486,870.00

Total $1,627,310.00

WHITCOMB OPENED THE PUBLIC HEARING AT 7:14

Nancy Howard asked about the assessment amounts, as she was not able to see them well on the screen. Walker gave her a copy of the presentation. She asked if additional property owners will be assessed. Brotzler replied that the assessed properties have been determined. He stated he knows most people are here as they are concerned about the assessments. However, this hearing is for the improvement itself, even though assessments are discussed. The property owners can object and appeal at the assessment hearing when that is held.

Whitcomb reminded everyone that with the project being pushed out until next year, the Council and staff will be looking hard for more funding sources for the local portion.

Joe Glenn questioned why the assessment hearing is held after the project. Brotzler replied that most assessment hearings are held after the project is completed, so the actual costs are known.

Dan Howard questioned the method of using a per acre basis, verses a property’s value. Brotzler responded that he has never done an assessment on valuation. It is fairly standard to use a per acre method of determining assessments. Another method is a trip generator, which looks at how vacant properties are zoned and how many trips per day they would generate. That method ends up working out the same as the per acre preliminary numbers they have come up with for this project. When looking at vacant properties, they use a .75 factor which considers future storm ponding, easements, etc.

Walker said the council has looked at ways of spreading out the assessments. The City is going to have to pay that local share, but as of now the council does not know how much will be levied for and how much will be assessed.

Bob Soul Jr. asked if the County was going to contribute to the project. Whitcomb responded that the hope is that the County will contribute to the project. Edmonds agreed and said he really feels the County should be contributing to this project and hopes they decide to.
ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:26PM. EDMONDS SECONDED THE MOTION.

1. Resolution 17-25 ordering improvement, preparation of plans and specs

EDMONDS MOVED TO APPROVE THE RESOLUTION 17-25, ORDERING IMPROVEMENT AND THE PLANS AND SPECIFICATIONS FOR THE PROPOSED TH95 AND 21ST AVENUE (CR157) ROUNDBOOUT PROJECT. REYNOLDS SECONDED THE MOTION.

Walker said at the last meeting he was questioning the local share, but when it was originally discussed he did vote to move forward with the project. He will vote in favor again, but does have a couple reservations.

THE MOTION CARRIED UNANIMOUSLY

Brotzler informed the Council that they will be seeing some documents coming through for approval. The bid opening will be set for this fall or early winter.

Karnowski added that staff has been working to get MnDOT to allow the project to be bid in the winter, when prices are usually lower. This timeline will also allow staff to continue trying to find additional funding sources and to work with the County to get their assistance as well.

PRESENTATIONS

A. Central MN Housing Partnership – Res 17-26 multi-family housing development

Deanna Hamish spoke about what they would like to do with the area. They are hoping to fix up the townhomes and build additional units. They have a waiting list of 40 for the current townhomes. The current townhomes are 2 and 3 bedrooms units. The proposed apartment complex would include a couple 4 bedroom apartments. Also in the plan is 4 units designated for the homeless, and they would provide some support to them through “Rise”.

They are asking for a letter of support from the Council and the Resolution supporting multi-family housing.

Foss added that this is the same request that Central MN Housing Partnership brought before the council a year ago.

WALKER MOVED TO APPROVE THE RESOLUTION 17-26 AND THE LETTER OF SUPPORT FOR CENTRAL MN HOUSING PARTNERSHIP. REYNOLDS SECONDED THE MOTION.

Edmonds asked if local contractors would be used if they go forward with the project. Hamish replied that the main contractor is from Avon, but they have asked the company to allow local subcontractors to bid on the work.

THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Fire Board Minutes of May 2, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Council Action Request for Greater Life Church event in Riverside Park
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Karnowski advised that request is for the 6th annual celebration being held by Greater Life Church at Riverside Park.

EDMONDS MOVED TO APPROVE THE REQUEST BY GREATER LIFE CHURCH TO USE RIVERSIDE PARK FOR THEIR 6TH ANNUAL CELEBRATION ON AUGUST 19, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Council Action Request for Movies in Mark Park

Karnowski advised that this request came in late today. Keller Williams would like to use Mark Park to do some movie nights in the summer that will be free and open to the community. The dates are to be determined.

Walker stated that he is okay with this request, but it does not get dark until late and believes the parks close at 10pm. He questioned if it can be approved pending an end time.

Edmonds said it may be better to see what they may need before deciding if the park will work. Karnowski said we can find out by the study session and report back to the Council.

ORDINANCES AND RESOLUTIONS

A. Ordinance 751–Rezoning portion of Princeton Crossing, 1st Addition – First reading

Foss advised that the Planning Commission has reviewed the request to rezone PID # 90-404-0215 from B-2 to B-3 to better correspond with the Future Land Use Plan of the City’s Comprehensive Plan and to increase economic viability of this lot.

PID# 90-404-0215 is located to the south of Shopko and Caribou Coffee.

WALKER MOVED TO INTRODUCE ORDINANCE 751. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 752 – adding a Solar Zoning Ordinance – First reading

Foss reported that the City of Princeton has been working with interested partners to bring community solar to our residents. Community solar is an electric array that generates renewable energy and/or bill credits to multiple subscribers within the community. Subscribers, or program participants, can include local residents, businesses and non-profit organizations. Participating customers pay to subscribe to the program, and in turn, receive a credit on their monthly electric bill based on the solar energy production of the project.

The City of Princeton does not have a solar zoning ordinance and does not address solar anywhere in the Zoning Ordinance.

The Planning Commission is recommending the approval of a Zoning Ordinance addition. A complete chapter regarding the purpose, definition, requirements and standards, and safety measures are drafted for your review.
Staff is recommending having solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A conditional use permit would be required for this type of use in MN-1, MN-2, and B-3. It would not be an allowed use with or without a permit in R-1, R-2, R-3, B-1 or B-2.

If the Council is satisfied with the addition of this Solar Energy Chapter to the Zoning Ordinance #538, a motion to introduce would be in order.

WALKER MOVED TO INTRODUCE ORDINANCE 752. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 753 – Amendment to Car Wash restrictions in B-3 – First reading

Foss advised that the Planning Commission has recently been reviewing the restrictions for car wash facilities in the B-3 General Commercial District.

The intent of the B-3 General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community. It is the Planning Commission’s belief that the restrictions for car washes in B-3 are unreasonable. The Planning Commission is recommending that we modify and eliminate some of the restrictions.

B Permitted Uses

In a B-3 General Commercial District, unless otherwise provided in this ordinance, no building or land shall hereafter be erected, used or structurally altered except for one of the following, as well as similar uses:

* Any use permitted in B-1 and B-2 Districts;

* Car washes and automobile service stations provided that:

  (a) The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.

  (b) The hours of operation shall be limited to 6:00 AM to 10:00 PM, unless extended by the Council as part of the conditional use permit.

  (c) Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and un-loading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.

  (d) A protective canopy (auxiliary canopy) located over pump islands may be an accessory structure on the property and may be located twenty (20) feet or
more from the front lot line, provided adequate visibility both on and off site is maintained.

(e) All canopy lighting for motor fuel station pump islands shall be recessed or fully shielded.

(f) Litter Control. The operation shall be responsible for litter control within three hundred (300) feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.

(g) All pumps and any related canopy shall be set back at least three hundred (300) feet from residentially zoned or guided property, unless screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(h) No more than one car wash bay shall be allowed.

(i) The car wash shall be designed to be an integral part of the principal building, and may not be a separate freestanding structure.

(j) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(k) The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.

(l) Neither the car wash nor an accessory vacuum shall be located within three hundred (300) feet of any residentially zoned or guided property, unless completely screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(m) Both the car wash and accessory vacuum shall conform to noise regulations as defined in Section Chapter VI, Performance Standards of this Chapter.

If the City Council is satisfied with these changes a motion to introduce is in order

WALKER MOVED TO INTRODUCE ORDINANCE 753. REYNOLDS SECONDED THE MOTION.

Edmonds asked how they city would regular the loading spaces if it is on private property. Foss replied that it would be looked at during a site plan review.

VOTE: 4;1, EDMONDS OPPOSED. THE MOTION CARRIED

UNFINISHED BUSINESS

NEW BUSINESS
A. 2017 Sealcoating bids

Gerold reported that staff advertised for Sealcoating bids with a deadline of 11pm on Monday, May 22nd 2017.

The Bid was advertised on the City's Website, in the Finance and Commerce Magazine and the Union Eagle.

The City's total estimated yardage is 133,162.

The following bids were received.

**Allied Blacktop**
10503 89th Ave. N.
Maple Grove MN  55369
763-425-0575
Contact: Peter Capistrant
Email: pete@alliedblacktopmn.com

$.96 per square yard
Total City cost of $127,835.52

**Caldwell Asphalt**
24060 175th St. N.E
Hawick MN 56273
320-243-4023
Contact: Troy Caldwell

$1.17 per square yard
Total City cost of $155,799.54

**Pearson Brothers**
11079 Lamont Ave. N.E.
Hanover MN 55341
763-391-6622
Contact: Jack or Russ Pearson
Email: chris@pearsonbrosinc.com

$.99 per square yard
Total City cost of $131,830.38

Staff recommends a motion to approve the 2017 Sealcoating Bid of $.96 per yard from Allied Blacktop.

Walker asked what Gerold was expecting in terms of a cost. Gerold responded he was expecting to be about $1.05 or so per square yard, so he is very pleased with the bid results.

WALKER MOVED TO AWARD THE 2017 SEALCOATING PROJECT TO ALLIED BLACKTOP FOR $.96 PER SQUARE YARD. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Airport Hanger Addressing

Karnowski reported that Ascend Aviation – a company that used to be located at the Princeton Airport and who provides pilot training has recently returned to our airport.

They requested that the city assign an address to the hangar they're currently using so UPS and others can deliver packages to them.
Staff has completed work on a plan and it has been reviewed and approved by the City Airport Engineer (Joel Dresel). It names the taxiways in the airport after airplane manufacturers (alphabetically) and numbers each of the hangars and currently vacant hangar spaces.

Staff also sent a draft copy of the proposal to both the Airport Advisory Board members and others with interest in the goings on at the airport. Staff received only 2 responses suggesting that we switch the street names around so the street names coincide with the manufacturer of an airplane in one of the adjacent hangars. While the suggestions are interesting, staff feels that maintaining the street names in alphabetical order will assist folks trying to locate a particular hangar.

So in the interests of expediency and being responsive to a ‘new’ business concern at the airport. Staff is recommending that the Council approve the addressing plan attached.

Zimmer asked if it goes through the county, and 911 services. Karnowski replied that the plan is to get it to the property owners, post office and the County right away.

WALKER MOVED TO APPROVE THE AIRPORT ADDRESSING PLAN. REYNOLDS SECOND-ED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Wastewater Treatment Plant Issue

Karnowski reported that starting about April 1st, we have had 9 events where someone has dumped something into the sanitary sewer system that has come close to killing all the ‘bugs’ that make the sewer plant work. Our WWTP crew has adjusted and has been able to temporarily modify the treatment plant to minimize the impact. But, as the weather gets warmer, the impact may be such that we won’t be able to adjust. The dates and times of the events are:

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The crew is working on figuring out who is dumping and what it is that’s being dumped. While we’re making progress, so far, we haven’t been able to pinpoint the source or the material.

Staff is confident that we will eventually figure it out but, in the meantime, our cost to adjust the plant operations when we a ‘slug’ of the material is getting expensive because of the additional electricity and chemical costs we use to address the problem each time it happens.

It appears to be some kind of cleaning fluid that has a citrus scent. But staff is not sure if whoever is dumping the material is even aware of the impact of what they’re doing.

At this point staff just wanted to update the Council on the situation in hopes that coverage in the local newspaper may result in someone figuring out that they’re putting our WWTP opera-
tions in jeopardy or, perhaps, we'll actually get a tip from someone that helps us pinpoint the problem.

Edmonds said it must be a significant amount. Klinghagen said can see how many gallons are coming in, and it does not seem to increase in that manner, so it is something that is highly concentrated. It is hard to determine when it is dumped, as the flow varies through the day and night.

Walker asked if there was a way to divert it. Klinghagen responded that by the time the alarms go off, it is in the main system. There is no way to be alerted to it prior to it hitting the plant.

**MISCELLANEOUS**

A. Present Recognition for Todd Frederick's 6 years with the Park Board.

Whitcomb thanked Todd Frederick for his 6 years on the park board and provided him with a plaque.

Karnowski reported that the first meeting in June is on the night of the parade. The thought is to move it to the Tuesday the 6th (which would require cancelling the fire board meeting) or Wed night the 7th.

**WALKER MOVED TO MOVE THE JUNE 8TH COUNCIL MEETING TO WEDNESDAY JUNE 7TH DUE TO THE PARADE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**BILL LIST**

Zimmer moved to approve the bill list which includes the manual checks as listed on the manual bill list for a total of $154,031.78 and the items listed on the liquor bill list and general city bill list which will be checks 75605 to 75675 for a total of $185,642.57. Reynolds seconded the motion. The motion carried unanimously.

**ADJOURNMENT**

There being no further business:

**WALKER MOVED TO ADJOURN THE MEETING AT 8:05PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted,  
ATTEST:

Shawna Jenkins  
Paul Whitcomb, Mayor  
City Clerk